

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES
BUSINESS AND CONSUMER COURT LAW CLERK

The State of Maine Judicial Branch is accepting applications for the Maine Business and Consumer Court Clerkship for the 2016-2017 term, which runs from August 15, 2016, through August 14, 2017. One position is expected to be available. The Law Clerk will be based in Portland.

Maine's Business and Consumer Court is a specialized docket designed exclusively for business and/or consumer cases drawn from the regular dockets of the District and Superior Courts. It was created for the purpose of providing predictable judicial action in selected cases (1) in which the principal claims involve matters of significance to the transactions, operations, or governance of business entities and/or the rights of consumers, and (2) that require specialized and differentiated judicial management. Jury and non-jury trials are available in the Business and Consumer Court.

The Business and Consumer Court is managed by two or more judges designated by the Chief Justice of the Supreme Judicial Court. The Law Clerk works with these judges. The Law Clerk's principal duties involve assisting the judges in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings and matters in the Business and Consumer Court.

In selecting a Law Clerk, the Business and Consumer Court judges will consider academic and class standing; Law Review, Moot Court, and other significant research or writing experience; prior employment; demonstrated writing ability; and faculty, employer, and personal recommendations.

Salary: \$45,219.20 plus fringe benefits.

How to Apply: The application packet consists of the following documents:

- **Cover letter**
- **Résumé**
- **School-issued law school transcript**
- **Writing sample:** The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Two letters of recommendation:** The letters of recommendation may be sent separately.
- Please complete and return with your application the **Applicant Information Survey** that is included with this posting. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

The application packet may be **emailed, in .pdf format**, to: Lawclerkrecruit@courts.maine.gov
or **mailed to:** Attn: Law Clerk Recruitment – Maine Superior Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland, ME 04112-4820

Application Deadline: Applications must be received by August 7, 2015, at 4:00 p.m.

En banc interviews will be conducted in Portland, Maine, during the week of September 21, 2015. Video interviews are not preferred, but will be considered, if necessary. Applicants selected for an interview will be required to submit an additional writing sample responding to a prompt supplied by the justices upon scheduling the interview.

Inquiries can be made to Heidi Carpenter at 207-822-4174 or heidi.carpenter@courts.maine.gov.
The State of Maine Judicial Branch is an equal opportunity employer.